

TECHNOLOGY SKILLS RUBRIC
Assessment of Effective Use of Technology

NAME:	COURSE:	DATE:
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Intended Outcome: The student will clearly demonstrate the ability to use a variety of electronic resources and methods.

Performance Area	<i>Score = 3</i>	<i>Score = 2</i>	<i>Score = 1</i>	<i>Score = 0</i>	Score
	<i>Exceptional</i>	<i>Meets the standards</i>	<i>Needs Improvement</i>	<i>Does Not Meet Standards</i>	
Basic Computer Literacy	Accurately uses appropriate computer/internet terminology. Demonstrates the ability to identify, open and close the appropriate program to utilize for a task, and efficiently store/retrieve files from multiple storage devices.	Uses appropriate computer/internet terminology. Demonstrates the ability to locate and open/close a specific program but cannot store/retrieve files from external storage devices.	Uses computer/internet terminology inconsistently. Demonstrates the ability to open/close specific programs but cannot store/retrieve files.	Does not demonstrate an understanding of computer/internet terminology. Cannot locate or utilize specific programs. Cannot store/retrieve files.	
Use of electronic or online communication tools.	Effectively uses email or other electronic tools to communicate with others, including the use of attachments. Frequently utilizes electronic course tools, such as registration or course management programs.	Uses email or other electronic tools to communicate with others, but cannot open/include attachments. Occasionally uses electronic course tools, such as registration or course management programs.	Uses email but does not use any other electronic communication or course tools.	Cannot use any electronic communication or course tools.	
Use of electronic or online resources to retrieve information	Demonstrates an ability to use multiple tools to navigate the internet to locate information relevant to the task.	Demonstrates a basic ability to navigate the internet and locate information weakly related to the task.	Demonstrates a limited ability to navigate the internet and locate information that is not relevant to the task.	Cannot navigate the internet to successfully locate information related to a specific topic.	
Use of a variety of electronic resources to advance professional or personal life.	Demonstrates an initiative to use and develop new technology skills to complete assignments or improve skills. Independently demonstrates the ability to use multiple types of hardware or software.	Demonstrates an ability to use technology to complete assignments or improve skills, upon instruction.	Demonstrates an understanding of how to use technology to assist in completion of assignments but does not use technology to complete assignments.	Cannot use technology to complete assignments. Does not understand how to use technology to assist in completion of assignments.	

COMMENTS:
